

## **Child Sexual Assault Victim Witness Specialist X**

Reports to: **Director/Supervisor, Victim Witness 26<sup>th</sup> St.**  
Classification: **Child Sexual Assault Victim Witness Specialist**  
**Grade 20/Grant Position/Union**  
Deadline Date: **November 23, 2010**

Location: **2650 S. California**  
Department: **Victim Witness**  
Division: **Criminal Prosecutions Bureau**

### **Primary Function:**

**Provide court-related support, court orientation, court accompaniment, explanation of legal and unfamiliar terminology and procedures, case appearance notification, case status and disposition of information, victim impact statements, assistance with restitution, witness fees, intimidation intervention or protective services.**

### **Qualifications:**

- Able to serve as liaison between the victim and the State's Attorney's Office.
- Able to serve as a liaison between juvenile abuse and neglect division and the felony trial division.
- Able to maintain current information on cases and assist Assistant State's Attorneys in scheduling and presenting pre-trial conferences and manage grant reporting.
- Able to provide follow-up contact to ensure victims are kept informed of the progress of their cases.
- Able to provide in-service training for Assistant State's Attorneys on the issue of sexual assault and domestic violence to assure the sensitive understanding of the victims' experiences.
- Able to assist in securing rights and services from other agencies; intervention with employers, creditors and others on behalf of the victims; and other information on rights and remedies available to the victims.
- Able to provide in-person crisis intervention, identify services offered and support available by community agencies; referrals to group treatment and intensive professional/psychological psychiatric treatment for individuals, couples and families, referrals to in-house victims witness specialists (for specific populations such as seniors, people with disabilities or gay/lesbian victims).
- Able to assist in gathering the needed documentation for and refer to victim witness compensation specialist for filing claims with the Illinois Attorney General's Office.
- Able to prepare orders of protection and work with police department personnel, officers and social workers regarding sexual assault and domestic violence.
- Able to speak, upon request, to community and civic organizations on sexual assault and domestic violence victims' issues, the criminal court systems and the victim-witness assistance program.
- Able to participate in mandatory staff development courses and trainings.
- Able to work a flexible schedule based on the needs of the unit.
- Able to perform other duties as assigned.

### **Interaction:**

- Interacts regularly with victims and witnesses of crimes.
- Interacts regularly with State's Attorney's employees.
- Interacts regularly with outside agencies.
- Regular access to confidential information.

### **Requirements:**

Master's Degree in Social Work or related field (counseling or criminal justice). Clinical training and experience in trauma assessment and treatment. Experience in the forensic interview of children. The candidate must have several years experience in working with crime victims especially survivors of sexual assault, be an empathetic listener with knowledge of grief and loss, and extensive knowledge of the criminal justice system and the judicial process. Excellent grammar, organizational and communication skills also required.

### **Please send resumes to:**

Kathy Wallace  
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